

Time Management Workshop

Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis - stress declines and personal productivity soars! These highly effective individuals are able to focus on the tasks with the greatest impact to them and their organization.

The Time Management workshop will cover strategies to help participants learn these crucial strategies. Your participants will be given a skill set that include personal motivation, delegation skills, organization tools, and crisis management. We'll cover all this and more during this workshop.

Workshop Objectives:

- Plan and prioritize each day's activities in a more efficient, productive manner
- Overcome procrastination quickly and easily
- Handle crises effectively and quickly
- Organize your workspace and workflow to make better use of time
- Delegate more efficiently
- Use rituals to make your life run smoother
- Plan meetings more appropriately and effectively



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Session One: Getting Started

Workshop Objectives

Pre-Assignment Review

Session Two: Setting SMART Goals

The Three P's

The SMART Way

Prioritizing Your Goals

Visualization

Session Three: Prioritizing Your Time

The 80/20 Rule

The Urgent/Important Matrix

Being Assertive

Session Four: Planning Wisely

Creating Your Productivity Journal

Maximizing the Power of Your Productivity Journal

The Glass Jar: Rocks, Pebbles, Sand, and Water

Chunk, Block, and Tackle

Ready, Fire, Aim!

Session Five: Tackling Procrastination

Why We Procrastinate

Nine Ways to Overcome Procrastination

Eat That Frog!

Session Six: Crisis Management

When the Storm Hits

Creating a Plan

Executing the Plan

Lessons Learned

Session Seven: Organizing Your Workspace

De-Clutter

Managing Workflow

Dealing with E-mail

Using Calendars

Session Eight: Delegating Made Easy

When to Delegate

To Whom Should You Delegate?

How Should You Delegate?

Keeping Control

The Importance of Full Acceptance

Session Nine: Setting a Ritual

What is a Ritual?

Ritualizing Sleep, Meals, and Exercise

Example Rituals

Using Rituals to Maximize Time

Session Ten: Meeting Management

Deciding if a Meeting is Necessary

Using the PAT Approach

Building the Agenda

Keeping Things on Track

Making Sure the Meeting Was Worthwhile

Session Eleven: Alternatives to Meetings

Instant Messaging and Chat Rooms

Teleconferencing

E-Mail Lists and Online Groups

Collaboration Applications

Session Twelve: Wrapping Up

Words from the Wise